

ADMINISTRATIVE -- INTERNAL USE ONLY

5309-82

8 JAN 1982

MEMORANDUM FOR:

[redacted]  
Deputy Executive Secretary  
National Foreign Intelligence Board

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FROM:

[redacted]  
Chief, Records Systems Branch, RMD/OIS/DDA

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SUBJECT:

Request for Support

REFERENCE:

Your memorandum dated 10 December 1981; same subject

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11 Jan 1982  
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1. I am pleased to learn of your progress in upgrading the NEIB Secretariat records management system. I agree that [redacted] assistance in this effort would be worthwhile and also would enhance the value of her records management training program. I further agree that [redacted] provide this assistance for up to two weeks beginning 25 January 1982.

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2. I have discussed this project briefly with [redacted] DCI Area Records Management Officer. He fully supports this effort, particularly since the addition of [redacted] experience should facilitate the continuing work by others that you have planned in this area. I understand that [redacted] can arrange for the use of a small room in Headquarters Building where at least some of the review of records can be performed.

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3. If it is all right with you, I suggest that we basically leave it up to [redacted] to work out the details for conducting the review. I will be available, of course, to coordinate [redacted] support within the records management structure.

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cc: DCI Area RMO  
IC Staff RMO

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